OSA 0067-64
2 January 1964

MEMORANDUM FOR: All D/FA/OSA Division and Branch Chiefs

SUBJECT: AD/OSA Staff Meeting - 31 December 1963

The following information is extracted from notes made from subject staff meeting and is forwarded for necessary actions by all addressees:

1. Security violations continue to be a serious problem within the OSA organization. Colonel Ledford indicated that his patience was growing thin and that he was compelled to institute the following procedure which he thought would materially reduce these violations. Beginning at 0900 hours on Saturday, 4 January 1964, Colonel Ledford will conduct a walk-through inspection of all divisions accompanied by the respective Division Chief. Such inspections may or may not continue depending upon the conditions found during such inspections by Colonel Ledford. FYI and guidance, Colonel Ledford feels that the majority of the security violations are the direct result of the "general sloppy office management procedures and the resulting disorderliness." He specifically stated that he would like to see all offices left with desks and tables completely clean or with some evidence of organization of the material left exposed.

Each Division Chief is directed to give this matter his personal attention immediately effective upon receipt of this memorandum, and he should be prepared to accompany Colonel Ledford this coming Saturday.
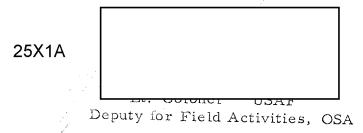
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2. [blank] Chief, Support Division, OSA, commented that users of the Xerox machine frequently left a messy environment. All users, upon completing their work, should insure that extra paper and any other materials used in the process of Xeroxing be returned to the proper place.

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3. In concluding, Colonel Ledford stated that he was proud of the dedication and the performance of all OSA employees. He commented that it was his honest and sincere opinion that the United States Government received more value from the individuals assigned to OSA per dollar invested than perhaps any other government agency in Washington. He asked that his sincere appreciation be extended to all employees by each Division Chief for their outstanding services during the past year.

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Lt. Colonel   USAF
Deputy for Field Activities, OSA

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